



**QUALITY ASSURANCE/JOB COMPLETE**

*Date Q/A complete*

*Initials*

Sign Shop: \_\_\_\_\_  
 Metal Shop: \_\_\_\_\_  
 Wood Shop: \_\_\_\_\_

Industries Job Order Number

**09 -**

**PART I - REQUEST (Highlighted Areas Filled out by Requestor)**

<b>1. COMMAND:</b>		<b>2. DATE OF REQUEST</b>	
3. TO: <b>NCB MIRAMAR</b>		4. REQUIRED DATE: (NOT GUARANTEED)	
5. REQUEST FOR:		6. ADHESIVE FOR SIGN WORK	
<input type="checkbox"/> COST ESTIMATE	<input type="checkbox"/> PERFORMANCE OF WORK	<input type="checkbox"/> YES <input type="checkbox"/> NO	
7. POINT OF CONTACT		8. SKETCH/PLAN ATTACHED	
NAME: _____	PHONE: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO	
E-MAIL ADDRESS: _____		9. HOLES DRILLED FOR SIGN WORK	
10. DESCRIPTION (size, quantity, type of material, color, and finish etc.)		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		PROVIDE LOCATION FOR HOLES	
		<b>*** NOTE ***</b>	
		WOOD PROJECTS TAKE FROM FOUR TO SIX MONTHS. BRING, ROPE, BUBBLE WRAP BLANKETS, MASKING TAPE & ALL NECESSARY ITEMS FOR PROTECTING & SECURING ITEMS	

11. FUNDS CHARGEABLE	12. SIGNATURE (Finance Officer)
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SIGN SHOP \$  
 METAL SHOP \$  
 WOOD SHOP \$

**WIP**

<b>13. COST ESTIMATE</b>		<b>14. NOTES</b>															
A. LABOR		<table border="1"> <tr> <th>15. Date</th> <th>Reason</th> </tr> <tr> <td></td> <td>called/ emailed for signature</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td>called/ emailed for estimate</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td>called/ emailed for pickup (1st attempt)</td> </tr> <tr> <td></td> <td>called/ emailed for pickup (2nd attempt)</td> </tr> </table>		15. Date	Reason		called/ emailed for signature				called/ emailed for estimate				called/ emailed for pickup (1st attempt)		called/ emailed for pickup (2nd attempt)
15. Date	Reason																
	called/ emailed for signature																
	called/ emailed for estimate																
	called/ emailed for pickup (1st attempt)																
	called/ emailed for pickup (2nd attempt)																
B. MATERIAL	\$																
C. SURCHARGE 25%	\$																
D. EQUIPMENT RENTAL USAGE																	
E. CONTINGENCY																	
F. TOTAL	\$	16. SIGNATURE	17. DATE														

**PART III - ACTION (Filled out by Requestor)**

18. TO		20. WORK REQUESTED	
19. AUTHORIZATION TO PROCEED IS ATTACHED (Check on IF other than PW funds are involved)		<input type="checkbox"/> Cancelled <input type="checkbox"/> Deferred <input type="checkbox"/> Other	
<input type="checkbox"/> NAVCOMPT 140 <input type="checkbox"/> OTHER			
21. JOB ACCEPTANCE SIGNATURE	PRINT NAME	22. DATE JOB RECEIVED	